FOREWORD

The Federal Office of Child Support Enforcement (OCSE), Department of Health and Human Services, promulgated regulations at 45 CFR section 303.108 regarding "Quarterly Wage and Unemployment Compensation Claims Reporting to the National Directory of New Hires".

The regulation addresses specifically the dates, format and data elements necessary for states to furnish the quarterly wage and unemployment compensation data to the National Directory of New Hires (NDNH). In developing the regulation, OCSE consulted with representatives from state Child Support agencies, state Employment Security agencies, U.S. Department of Labor, Social Security Administration, Interstate Conference of state Employment Security Agencies, and employer groups.

This document, *NDNH Guide for Data Submission*, contains various requirements, which are contained in the regulation.

The regulation addresses requirements on states for submitting quarterly wage and unemployment compensation claims data to the NDNH. The regulation is not applicable to Federal Agencies. The requirement set forth in this document for Federal agencies to submit quarterly wage data to the NDNH was determined based on provisions in the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and Executive Order 12953 (February 27, 1995).

24.0 DESCRIPTION OF UNEMPLOYMENT INSURANCE COMPONENT

The Unemployment Insurance (UI) component of the NDNH maintains, on a quarterly basis, unemployment insurance information of individuals who have received, or made application for, unemployment benefits as reported from the states. For the purposes of this document, UI is defined as Unemployment Insurance claimant data. The purpose of including UI data in the NDNH is to provide states with the ability to quickly locate information on the address of, and UI compensation being paid to, parents with child support obligations.

24.1 Legislation

Section 453A(g)(2)(B) of the Social Security Act (the Act) requires states "on a quarterly basis, furnish to the NDNH information concerning … unemployment compensation paid to individuals, by such dates, in such format, and containing such information as the Secretary of HHS shall specify in regulations".

Section 3304(a)(16) of the Internal Revenue Code of 1986 requires states to furnish unemployment compensation information contained in the records of the state agency administering the unemployment compensation program to the Secretary of Health and Human Services, in accordance with regulations promulgated by the Secretary, as may be

necessary for the purposes of the National Directory of New Hires under section 453(i)(1) of the Act.

Section 303(h)(1)(A) of the Act requires the state agency charged with the administration of the unemployment compensation program, on a reimbursable basis, to disclose quarterly, to the Secretary of Health and Human Services, unemployment compensation claim information, as required pursuant to section 453(i)(1) of the Act, that is contained in the records of such agency.

Section 303(h)(3)(B) defines 'claim information' as "information regarding whether an individual is receiving, has received, or has made application for, unemployment compensation, the amount of any such compensation being received (or to be received by such individual), and the individual's current (or most recent) home address".

The first reporting period for UI data is October 1, 1997 through December 31, 1997.

Refer to the Appendix J, "PRWORA Sections 313 and 316", for a copy of the PRWORA law specific to the NDNH.

24.2 Time Frames

There are time frames associated with UI reporting and the performance of matches and reporting by the NDNH. Some of the time frames are requirements of the PRWORA. Other time frames are functions of the NDNH system processing. The following table shows the activities associated with UI reporting and their corresponding time frames.

UI TIME FRAMES	
Activity	Time frame
State transmittal of UI data to the NDNH	States must transmit UI data within one month of the end of the reporting quarter: • January through March data is due no later than April 30. • April through June data is due no later than July 31. • July through September is due no later than October 31. • October through December data is due no later than January 31.
Enter UI data from states into the NDNH	UI data must be entered into the NDNH within two business days of the system receiving the data.
Return summary and transmittal data, including error reporting, to the state	The NDNH sends transmittal, summary and error data to the submitting state within four business days of the NDNH System receiving the data.
Management information delineating and summarizing each state's submittal data	The NDNH produces reports on a periodic basis.
Compare NDNH and FCR data	NDNH data and FCR data must be cross matched not less than every two business days.
Report matches from the NDNH and FCR comparison back to the Child Support Enforcement IV-D agency	The FCR must report NDNH and FCR matching information to the IV-D agency within two business days of the match.

25.0 UI DATA REQUIREMENTS

Each state collects UI data and forwards this information to the NDNH. Federal law requires each state to furnish data regarding unemployment insurance by such dates, in such format, and containing such information as the Secretary of DHHS specifies in regulations. The states supply claim information, which is already contained in the records of the state agency administering the unemployment compensation program. There is no requirement to collect additional claim information for purposes of the NDNH. In addition, states are only required to furnish the NDNH with claim information that is processed electronically.

25.1 Data Requirements

States should transmit the following data elements to the NDNH:

1. Claimant Name
2. Claimant SSN
3. Claimant Address
4. Claimant Benefit Amount, and
5. Reporting Period.

Refer to the section "UI Record Layouts" of this guide for the specifications for transmitting this data to the NDNH.

DESCRIPTION OF THE DATA ELEMENTS

Claimant Name: This is the claimant's first name, middle name or initial, and last name.

Claimant SSN: This is the 9-digit number SSA assigns to an individual.

Claimant Address: This is the number, street name or rural route, city, state, and zip code where an individual resides.

Benefit Amount: This is the gross amount, prior to any deductions, of benefits paid to a claimant during a reporting quarter. This may be zero if an individual has filed for unemployment insurance benefits, but no amount was paid during the reporting quarter, such as when a claim is pending or denied.

Reporting Period: This is the time period of the UI being reported. Reporting quarter:
1 – January 1 through March 31
2 – April 1 through June 30
3 – July 1 through September 30
4 – October 1 through December 31

25.2 UI Data Source

Within a state, the source of UI information is the state agency charged with the administration of the unemployment compensation program. The state then forwards the claimant information to the NDNH via CONNECT:Direct (C:D).

26.0 UI TRANSMISSION

Each state transmits UI records via SSA's closed-line C:D system. Each transmission must contain three types of records in the following order:

1. UI Transmitter Header Record – This record precedes the UI data records and contains information about the submitter.
2. UI Data Records – These records contain the actual UI data.
3. UI Total Record – This record follows the UI data records and is a summary of the transmission.
4. All records pertaining to the current reporting quarter should be placed immediately after the Header Record. Any corrected records or late filings should be placed at the end of the file prior to the Total Record.

26.1 UI Record Layouts

States must transmit the UI data according to the specified record layouts. The general rules that apply to all the record formats are shown below:

1. All data must be in EBCDIC format.
2. All alphabetic data must be upper case.
3. All alphabetic and alphanumeric data must be left justified.
4. All numeric data must be right justified and zero filled.
5. All dates must be in the Year 2000-compliant format of CCYYMMDD.
    * CC represents the century.
    * YY represents the year.
    * MM represents the month and must be a number greater than 00, but less than 13.
    * DD represents the day of the month and must be a valid number for the designated month (e.g., 01-31 for months 01, 03, 05, 07, 08, 10 or 12; 01-30 for months 04, 06, 09, or 11; and 01-29 for the month 02).
6. Name fields cannot include suffixes, such as "Jr.", "Sr." or "III".
7. The hyphen is the only special character allowed in the Claimant Name field.
8. All state and territory abbreviations in addresses must be valid U.S. Postal Service abbreviations.
9. All foreign country codes in addresses must be the two-letter FIPS codes assigned to foreign countries. Refer to the Appendix in this guide or to the U.S. Department of Commerce FIPS Code Manual, National Institute of Standards and Technology, FIPS PUB 10-4 (April 1995) to derive this code. In addition, FIPS codes may be found on the Internet at: http://www.itl.nist.gov.
    * Products
    * Other Information – Publications
    * Federal Information Processing Standards Publications (FIPS) Series
    * FIPS Index by Category
    * Data Standards and Guidelines

- FIPSPUB 6-4 (or 10-4)
- Index
- Without HTML Tags

10. If an address is less than 40 characters per line, do not concatenate into one line

System processing requires the completion of all fields in the UI Transmitter Header Record. See the chart on the following page.

UI TRANSMITTER HEADER RECORD				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	**Required** This must contain the characters 'HU'.
Transmitter State Code	3-4	2	A/N	**Required** This must contain the two-digit FIPS code of the state or territory that is transmitting data to the NDNH. Refer to the Appendix of this guide or to the Department of Commerce FIPS Code Manual, National Institute of Standards and Technology FIPS PUB 6-4 (April 1995) for a list of these codes. In addition, FIPS codes may be found on the Internet at http://www.itl.nist.gov.
Filler	5-13	9	A/N	**Required** This will be used in future versions. For the current version is all spaces.
Transmission Type	14-15	2	A/N	**Required** This must contain the characters 'UI'.
Filler	16	1	A/N	**Required** This will be used in future versions. For the current version is all spaces.
Version Control Number	17-18	2	A/N	**Required** This must contain the numbers '01'. OCSE will notify the states when this field changes.
Date Stamp	19-26	8	N	**Required** This must contain the transmission date of the UI data to the NDNH. This must be in the Year 2000-compliant format of CCYYMMDD.
Batch Number	27-32	6	N	**Required** This is a number generated by the transmitting state. Do not repeat batch numbers.
Filler	32-295	263	A/N	**Required** This will be used in future versions. For the current version is all spaces.

26.1.1 UI DATA RECORD

Although it is desirable to include all data elements in the UI Data Record, it is recognized that this may not be possible initially. The intent of the system is to provide information for locating persons in response to requests from Child Support Enforcement IV-D agencies and to that end, the minimum number of data elements required are those which together constitute a meaningful locate record. A UI Data Record must include a Claimant First Name, Claimant Last Name, Claimant SSN, Reporting Period and the Claimant Address. System processing requires the completion of the Record Identifier field of the UI Data Record.

UI DATA RECORD				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A/N	**Required** - This must contain the characters 'UI'.
Claimant SSN	3-11	9	N	**Required** - This must contain a nine-digit SSN. If this field is blank or contains any alphabetic characters, the system rejects the record.
Claimant Name First Name Middle Name Last Name	12-27 28-43 44-73	16 16 30	A A A	**Required:** At least one character in the First Name and one character in the Last Name If both the first and last names are blank, the system rejects the record. If the Claimant Middle Name is non-blank, it must contain at least one character. No special characters, except hyphens, are allowed.
Claimant Street Address Line (1) Line (2) Line (3)	74-113 114-153 154-193	40 40 40	A/N A/N A/N	**Required: Line (1)** If an address is less than 40 characters per line, do not concatenate into one line. If a claimant has a foreign address, place the country and foreign zip code in one of the address lines. Use Line (3) for military designation or Canadian Province Code.
Claimant City	194-218	25	A	**Required** - At least two characters.
Claimant State	219-220	2	A	**Required** This must be a valid two-letter U.S. Postal Service abbreviation of a state or territory. Refer to the Appendix of this guide for state and territory abbreviations.
Claimant Zip Code Zip Code (1) Zip Code (2)	221-225 226-229	5 4	N A/N	**Required: First five-digits** This must be a five-digit U.S. Postal Service Zip Code. Zip Code (2) must be either all spaces or all numeric.
Benefit Amount	230-240	11	N	This is the gross amount of benefits, prior to any deductions, paid to a claimant during the reporting quarter. For reporting purposes, the date used should be the file (process) date, rather than the week ending date (WED). The last two positions are decimal places. All zeroes are allowed. Negative values are not allowed.

UI DATA RECORD				
Field Name	Location	Length	A/N	Comments

Reporting Period	241-245	5	N	**Required -** This is the time period of the UI being reported. For reporting purposes, the date used should be the file (process) date, rather than the week ending date (WED).
				The format is QCCYY.
				Q = Reporting quarter:
				     1 – January 1 through March 31
				     2 – April 1 through June 30
				     3 – July 1 through September 30
				     4 – October 1 through December 31
				CC = Century
				YY = Year

Filler	246-295	50	A/N	This will be used in future versions. For the current version, this should be all spaces.

System processing requires the completion of all fields in the UI Total Record.

UI TOTAL RECORD				
Field Name	Location	Length	A/N	Comments
Record Identifier	1-2	2	A	**Required** This must contain the characters 'TU'.
Data Record Count	3-13	11	N	**Required** This must be the number of records in the transmission, including the header and total records.
Filler	14-295	282	A/N	**Required** This will be used in future versions. For the current version, this should be all spaces.

26.2 Pre-Transmission Editing

Prior to submitting UI data to the NDNH, states should perform edits on the data to ensure compliance with the requirements as outlined in the record layouts. This ensures that the data meets the requirements for acceptance to the NDNH and that the NDNH has accurate and complete information.

26.3 Transmission Errors

When transmitting UI data, there are errors that can occur at the transmission level. Depending upon the type of error, the system: 1) rejects the entire transmission, 2) rejects part of the transmission, or 3) accepts the transmission, but returns a warning code to the submitting agency. If a state receives notice of rejection due to transmission errors (1) and (2) above, correct the information and resubmit the data. The following table lists the error codes at the transmission level. UI data record errors are outlined in the section "UI Data Validation and Verification" of this guide.

UI TRANSMISSION ERROR AND WARNING CODE TABLE	
Code	Error Message and Description
Transmission Error Codes – Full Transmission Rejected	
5000	The Transmitter Header record is required. The Transmission Header Record must be present at the beginning of each transmission file.
5001	The Transmitter Header Record does not contain the Transmitter State Code.
5002	The Transmitter Header Record does not contain the Version Control Number or has an invalid Version Control Number.
5003	The Transmitter Header Record contains a non-numeric Batch Number. The Transmission Header Record must contain a numeric Batch Number.
5004	The Transmitter Header Record contains a Batch Number that is a duplicate of a previously received Batch Number. The Transmission Header Record must not contain a Batch Number that is a duplicate of a Batch Number received in a previous transmission from the state or Federal Agency within the same calendar year.
Transmission Error Codes – Part of Transmission Rejected	
5005	The Transmitter Header Record is not the first record. All records are rejected until a Transmitter Header Record is found.
Transmission Warning Codes – Transmission Accepted	
5006	The Transmitter Header Record does not contain a Transmission Type or contains an invalid Transmission Type.
5007	The Transmitter Header Record does not contain the Date Stamp or the Date Stamp is an invalid date.
5008	The Total Record is missing.
5009	The Data Record Count is non-numeric.
5010	The Data Record Count does not equal the count of the records received.

26.4 Resubmittal Process

The re-submittal process is identical to the standard submittal process. states resubmit all corrected records and transmissions in the standard formats and via C:D. Submitters that are unable to correct the records or identify the transmission problems can contact one of the technical support options for assistance. Refer to the Section "Technical Support" in Part 1 of this guide for a list of the available technical support.

27.0 UI DATA VALIDATION AND VERIFICATION

Accurate data is essential to ensure the integrity of the NDNH database. When a state transmits UI data to the NDNH, the data proceeds through various validation and verification processes.

27.1 General Validation

First, the file is checked to determine if it contains a threshold number of duplicate records. If the file fails this check it is rejected, otherwise it proceeds to the general validation edits to determine the acceptance of QW data and whether further processing occurs. The edits are divided into critical and non-critical edits. If the data passes critical validations, the data proceeds through the non-critical edits. Refer to Section 26.0, "UI Transmission", for the requirements for record layouts.

After a UI record passes through the general edits, the NDNH System sends each SSN/Name combination to SSA for verification. Section 5.0, "Social Security Number Verification", outlines the SSN verification processes and errors. Upon completion of the editing and verifying, the status of the record may be:

1. Accepted with a verified SSN,
2. Accepted, but the record is incomplete, or
3. Rejected as invalid because it failed critical edits or failed SSN/Name verification.

27.2 Data Errors

There are a variety of data errors that can occur in any submission. The type of error determines the next processing step. In addition to the errors that occur in the SSN verification processes, records may be found to be incomplete or invalid due to other data errors. The following sections discuss these types of errors.

27.2.1 INCOMPLETE RECORDS

Incomplete UI data records are records that are missing one or more of the required data elements, but contain the minimum critical information to make the record useful to users of NDNH data. If a UI data record contains a Claimant Name, SSN, Reporting Period and a Claimant Address, the information is helpful to the users. The NDNH system accepts and stores incomplete UI records and sends a notification warning the submitter of the data that is missing from the record.

27.2.2 REJECTED RECORDS

Invalid UI data records are those that have not met the critical edits. When the critical edits are not met, the system designates the record as invalid and rejects the record. The NDNH system does not store invalid records, but notifies the submitter of the rejected records and the reason(s) for rejection. Refer to Section 29.0, "UI Output to Submitters", for the record formats for data returned to submitters. The critical edits that determine the retention or rejection of a UI record are:

1. The record contains an SSN that is all numeric;
2. The record contains at least one character in the Claimant Name;
3. The record contains a valid Reporting Period; and
4. The record contains the Claimant Address.
5. The SSN/Name combination is verified.

27.2.3 OTHER ERRORS

Other errors that can occur relate to the Transmitter Header Record and the Transmitter Total Record, rather than to a specific UI data record. These errors may cause the NDNH system to reject the full transmission, reject part of the transmission or accept the transmission and warn the submitter of the error. Section 26.0, "UI Transmission", discusses transmission level errors.

27.3 Error Codes and Explanations

UI ERROR AND WARNING CODES TABLE	
Code	Error Description
ERROR CODES – RECORD REJECTED AND NOT ADDED TO NDNH	
0001	SSN and name do not match
0002	SSN is invalid or out of range
0011	SSN is non-numeric
0015	SSN is missing or is not greater than zeroes
0016	Claimant Name is missing
0017	Claimant Address is missing
WARNING CODES – RECORD ACCEPTED AND ADDED TO NDNH	
0020	Claimant Zip Code is non-numeric; format must be a five-digit U.S. Postal Service Zip Code
0021	Claimant Zip Code is invalid, Zip Code does not exist or city and Zip Code do not match
0022	Claimant State abbreviation is missing
0023	Claimant State abbreviation is invalid; format should be two letter state or territory abbreviation
0024	Claimant First Name is missing
0027	Claimant Street Address Lines are missing
0028	Claimant City is missing
0034	Benefit Amount is non-numeric
0051	Reporting Period is invalid

28.0 UI NDNH UPDATE

The NDNH system stores UI records in the NDNH UI File. The UI records in the NDNH UI File are used for proactive match and locate searches in response to a locate request.

28.1 Duplicates

If the NDNH receives a UI file that contains a threshold number of duplicate records, the NDNH suspends the file and the submitter is notified by phone. The submitter has the option to request that the suspended file be processed. In order to determine whether a file is a duplicate, the records of the received file are sampled methodically and are compared to the NDNH Database for matching records. The NDNH System considers two UI records to be duplicates if the content of the following fields are identical: Claimant SSN, Transmitter State Code, Claimant Name, Benefit Amount, and Reporting Period.

In subsequent batch editing, batches with duplicate batch numbers are rejected.

On the record level, if a state submits a duplicate record within a transmission, the NDNH system ignores the duplicate UI record. If a state submits a duplicate record in a subsequent transmission, the NDNH stores the duplicate UI record, unless the file was suspended for containing the threshold numbers of duplicates.

29.0 UI OUTPUT TO SUBMITTERS

Within 4 business days, the NDNH System returns information regarding UI data to the submitter. The NDNH System returns the following:

1. The number of records received in a transmission, including the Transmitter Header Record and Total Record;
2. The number of rejected records;
3. The number of records in a transmission with errors or warnings regardless of the return error suppression matrix choices;
4. The number of records accepted and written to the NDNH UI File;
5. Transmission error codes; and
6. Each UI data record that has errors along with up to five error or warning codes.

In addition to returning data about UI records, states receive an MI summary report on a regular basis. Refer to Section 30.0, "UI Management Information", for details and information on MI reports.

29.1 Output Record Layouts

The NDNH returns UI record transmission and error information via SSA's closed-line C:D system. A trailer or total record is not returned to the submitting state in response to UI transmissions. Each transmission contains two types of records in the following order:

1. <u>UI Transmission Control Record</u> – This record precedes the returning UI data records and contains information about the submitter's transmission.
2. <u>UI Data Records</u> – These records contain the actual UI data and associated errors or warnings.

The NDNH transmits the returning UI information according to specified record layouts. The UI data records are formatted exactly as submitted with error codes appended. The general rules are identical to the requirements for data transmission. Refer to Section 26.0, "UI Transmission", for specific information on transmission general rules.

UI TRANSMISSION CONTROL RECORD			
Field Name	Location	Length	Alpha/Numeric
Record Identifier	1-2	2	A
Transmitter State Code	3-4	2	A/N
Filler	5-13	9	A/N
Transmission Type	14-15	2	A/N
Filler	16	1	A
Version Control Number	17-18	2	A/N
Date Stamp	19-26	8	N
Batch Number	27-32	6	N
Records Received	33-43	11	N
Records Rejected	44-54	11	N
Error Records Returned	55-65	11	N
Records Posted to NDNH	66-76	11	N
Filler	77-98	22	A/N
Error Code 1	99-102	4	A/N
Error Code 2	103-106	4	A/N
Error Code 3	107-110	4	A/N
Error Code 4	111-114	4	A/N
Error Code 5	115-118	4	A/N
Filler	119-325	207	A/N

Data in the UI Transmission Control Record is a duplicate of the information submitted by the state, with the exception of the following:

Record Identifier: This is the character 'RU' identifying the record as the header record containing returning UI data.

Records Received: This is the total number of records received in the transmission, including the header and trailer records.

Records Rejected: This is the total number of records rejected in the transmission.

Error Records Returned: This is the total number of UI data records with errors or warnings returned in the transmission.

Records Posted to NDNH: This is the total number of UI data records in the transmission that were accepted and posted to the NDNH UI File.

Error Code 1:   *This is an error at the transmission level.
Error Code 2:   *This is an error at the transmission level.
Error Code 3:   *This is an error at the transmission level.
Error Code 4:   *This is an error at the transmission level.
Error Code 5:   *This is an error at the transmission level.
Filler: This field is all spaces.

---

*Refer to the "UI Transmission Error and Warning Code Table" for the error and warning codes and their explanation.

UI DATA RECORD (RETURNED TO SUBMITTER)			
Field Name	Location	Length	Alpha/Numeric
Record Identifier	1-2	2	A
Claimant SSN	3-11	9	N

Claimant Name
  First Name
  Middle Name
  Last Name
	12-27
	28-43
	44-73
		16
		16
		30
			A
			A
			A

Claimant Street Address
  Line (1)
  Line (2)
  Line (3)
	74-113
	114-153
	154-193
		40
		40
		40
			A/N
			A/N
			A/N

Claimant City	194-218	25	A
Claimant State	219-220	2	A

Claimant Zip Code
   Zip Code (1)
   Zip Code (2)
	221-225
	226-229
		5
		4
			N
			A/N

Claimant Benefit Amount	230-240	11	N
Reporting Period	241-245	5	N
Filler	246-295	50	A/N
Error Code 1	296-299	4	A/N
Error Code 2	300-303	4	A/N
Error Code 3	304-307	4	A/N
Error Code 4	308-311	4	A/N
Error Code 5	312-315	4	A/N
SSN Verification Indicator	316	1	A/N
SSN1	317-325	9	A/N

All returning UI data records are duplicates of the information submitted by the state, with the exception of the following:

Record Identifier: This is the characters 'UO' identifying the record as containing returning UI claimant and employer data.
Error Code 1: *This is an error on the UI record.
Error Code 2: *This is an error on the UI record.
Error Code 3: *This is an error on the UI record.
Error Code 4: *This is an error on the UI record.

Error Code 5:   *This is an error on the UI record.
SSN Verification Indicator: This field will be blank because it is not being used.
SSN1:   This field will be blank because it is not being used.

---

*Refer to the "UI Error and Warning Codes Table", in section 26.3,
"Transmission Errors", for the transmission level error and warning codes
and their explanation.

29.2 Output Mode

The NDNH returns UI data via SSA's closed-line C:D system. Each state receives return data
within four business days, as scheduled by SSA. The NDNH does not return any data by hard
copy.

29.3 Output Control Matrix

The NDNH Output Control Matrix determines the return to each submitter of processed UI
records having associated error, warning or information codes. Each state can set some of the
report parameters based on their requirements and needs for return information by completing
the Output Control Matrix Registration. This gives the submitter the ability to restrict some of
the return data they receive back from the NDNH system. Submission to the Output Control
Matrix is optional; the default for the Matrix is to return all records with associated error,
warning or information codes.

If a state chooses to set the parameters of the UI Output Control Matrix, they must complete
the registration and send it to OCSE. A state can change the parameters of the UI Output
Control Matrix by notifying OCSE at the same address. A copy of the UI Output Control
Matrix Registration is on the following pages.

UI OUTPUT CONTROL MATRIX REGISTRATION

While processing UI records, the system may detect errors or identify abnormal conditions that cause the return of the record to the submitter with error or warning messages. Each submitter may choose to suppress receipt of the error or warning messages by completing this registration and the UI Output Suppression Options Form and sending them to OCSE.

The Output Control Matrix cannot suppress transmission and submission level errors.

To suppress processed UI records and associated error, warning or information codes, send this registration to:

> Department of Health and Human Services
> Administration for Children and Families
> Office of Child Support Enforcement
> Federal Parent Locator Service
> 2nd Floor
> 370 L'Enfant Promenade, S.W.
> Washington, D.C. 20447

Date: _____

Submitting State: _____

Requester: _____ Phone number: _____

Address: _____

City: _____ State: _____

Zip Code: _____

UI OUTPUT SUPPRESSION OPTIONS FORM		
Error Codes	Condition Description	An 'X' *suppresses* output to the submitter
RECORDS REJECTED AND RETURNED WITH ERROR CODES		
0001	SSN and name do not match.	
0002	SSN is invalid or out of range.	
0011 0015 0016 0017	SSN is non-numeric. SSN is missing or is not greater than zeroes. Claimant Name is missing. Claimant Address is missing.	
RECORDS ACCEPTED AND RETURNED WITH WARNING CODES		
0024	Claimant First Name is missing.	
0020, 0021, 0022, 0023 0027, 0028	Claimant Address contains errors.	
0034	Benefit Amount is non-numeric.	
0051	Reporting Period is invalid.	

For a complete description of UI errors and warnings refer to Section 27.3, "Error Codes and Explanations".

30.0 UI MANAGEMENT INFORMATION

30.1 General Information

The NDNH produces Management Information (MI) reports to assist the states in performing statistical analysis, tracking data, and analyzing trends.

30.2 MI Report and Explanation

This is a sample of the available MI report. This sample report contains contrived data to clarify what is present in an actual report.

REPORT 1 - SUMMARY FOR STATE/AGENCY OF UI DATA SUBMITTED

The NDNH produces this report for each state submitter. For each batch in a given report period (e.g., week, month, quarter or year), the report displays:

1. Header data,
2. Process data,
3. The batch number,
4. The number of records in each batch,
5. The number and percent of records that were:
   - Accepted and posted to the UI NDNH File,
   - Rejected with an unverified SSN,
   - Rejected, including the records that are rejected because of unverified SSNs, and
   - Duplicated within a batch.

The report displays the totals of all the above counts for the report period. In addition, the report lists the totals of the same information for a pre-set prior period, and sums these numbers to create cumulative totals.

REPORT 1

AGENCY/STATE:
24-MARYLAND

HEAD DATE PROC DATE	BATCH NUMBER	TOTAL RECORDS SUBMITTED	RECORDS POSTED TO UI NDNH FILE NUMBER PERCENT		RECORDS REJECTED WITH UNVERIFIED SSNS NUMBER PERCENT		TOTAL RECORDS REJECTED INCLUDING UNVER SSNS NUMBER PERCENT		DUPLICATE RECORDS NUMBER PERCENT	
TOT THIS PER.		0	0	.0 %	0	.0 %	0	.0 %	0	.0 %
TOT PRIOR PER.		2,397,104	2,334,490	97.3 %	62,614	2.6 %	62,614	2.6 %	0	.0 %
CUMULATIVE TOT		2,397,104	2,334,490	97.3 %	62,614	2.6 %	62,614	2.6 %	0	.0 %

New page for each change of AGENCY/STATE.

Report totals on last page.

AGENCY/STATE:

HEAD DATE PROC DATE	BATCH NUMBER	TOTAL RECORDS SUBMITTED	RECORDS POSTED TO UI NDNH FILE NUMBER PERCENT		RECORDS REJECTED WITH UNVERIFIED SSNS NUMBER PERCENT		TOTAL RECORDS REJECTED INCLUDING UNVER SSNS NUMBER PERCENT		DUPLICATE RECORDS NUMBER PERCENT	
FINAL THIS PER		201,591	198,249	98.3 %	3,342	1.6 %	3,342	1.6 %	0	.0 %
FINAL PRIOR PER		164,149,417	158,966,318	96.8 %	4,972,124	3.0 %	5,183,099	3.1 %	0	.0 %
CUMULATIVE FINL		164,351,008	159,164,567	96.8 %	4,975,466	3.0 %	5,183,441	3.1 %	0	.0 %

NDNH REPORT 1 FIELD DESCRIPTIONS

Page Number: This is the page number(s) within the total report (which includes all
                         states) on which a state's report data is located. The page number on an
                         individual state report may not begin with the number one.
Report Number: This number is NU008. The 'N' identifies the report as an NDNH
                         report. The 'U' indicates that the report contains summary data of
                         submitted UI data. The numbers distinguish this report from other UI
                         reports.
State: This field contains the name of the state that submitted the UI data.
Date Report Produced: This is the date of the report run.
Period Covered: These are the inclusive dates for the UI data presented in this report.
                         This "window" is the quarter of submission being reported.
Cumulative Since: This is 10/1/97, the start date of the NDNH.
Header Date: This is the date in the Date Stamp field for a specific UI batch.
Process Date: This is the date a specific UI batch was processed.
Batch Number: This is the unique Batch Number submitted with each UI submission.
Total Records Submitted: This is the total number of UI records submitted. This is
                         expressed for each specific batch in the report period, and as:
                         a total for the report period,
                         a total for the prior report period, and
                         cumulative from the "Cumulative Since" date.
Records Posted to UI NDNH File: This is the total number and percent of UI data records
                         that met validation and SSA verification criteria and were added to the
                         NDNH UI File. This is expressed for each specific batch in the report
                         period, and as:
                         1. a total for the report period,
                         2. a total for the prior report period, and
                         3. cumulative from the "Cumulative Since" date.
Records Rejected with Unverified SSNs: This is the total number and percent of UI
                         records that have unverified SSNs and are rejected by the NDNH. This
                         is expressed for each specific batch in the report period, and as:
                         4. a total for the report period,
                         5. a total for the prior report period, and
                         6. cumulative from the "Cumulative Since" date.
Total Records Rejected Including Unverified SSNs: This is the total number and percent
                         of UI data records that did not meet the minimum information
                         requirements. These records were rejected and individually returned to
                         the submitter at the time of transmission. This information is expressed
                         for each specific batch in the report period, and as:
                         7. a total for the report period,
                         8. a total for the prior report period, and
                         9. cumulative from the "Cumulative Since" date.
Duplicate Records: This is the number and percent of duplicate UI data records received
                         with each batch. Duplicate records are not added to the UI NDNH file,
                         but were rejected and individually returned to the submitter at the time

of transmission. This information is expressed for each specific batch in the report period, and as:

10. a total for the report period,

11. a total for the prior report period, and

12. cumulative from the "Cumulative Since" date.

Percentages: The percentages are derived by dividing each "number" by the "Total Records Submitted" for that row.

Total for This Period: This line is the sum of all records:

13. posted to the UI NDNH File,

rejected with unverified SSNs, and

total records rejected including unverified SSNs

for the report period specified "Period Covered" in the report heading.

Total for Prior Period: This line is the sum of all records:

14. posted to the UI NDNH File,

15. rejected with unverified SSNs, and

16. total records rejected including unverified SSNs

for the period from the "Cumulative Since" date to the day prior to the "Period Covered" in the report heading.

Cumulative Total: This line is the sum of all records:

17. posted to the UI NDNH File,

18. rejected with unverified SSNs, and

19. the total number of rejected records

for the entire period from the "Cumulative Since" date up to and including the "Period Covered" in the report heading.

31.0 UI SUMMARY, CONCLUSION AND RECOMMENDATIONS

States submit unemployment insurance data on a quarterly basis to the NDNH. This guide provides an overview of the requirements and specifications to assist the submitters in forwarding the data to the NDNH. Technical support and help are available to each submitter. We recommend that the states use the support that is available to ensure the successful transmission of the required information. Refer to the Section on "Technical Support" in Part 1 of this guide for information on obtaining assistance with reporting UI data.

There will be changes made to the NDNH as new needs and requirements are identified, and as user recommendations are received. Future releases of the NDNH will include updates to this manual.